

AGING & DISABILITY RESOURCE CENTER

Waiting List Policy

7/2011

PLACEMENT ON THE WAITING LIST

The ADRC is responsible for determining functional eligibility for publicly funded long term care. The programs available in Jefferson County are Managed Care (Family Care & Partnership) and a Medicaid Self-Directed Supports Waiver Program called *IRIS, Include Respect – I self Direct*. Enrollment into any of these programs is capped under the state's 2011–2013 budget.

When the ADRC receives a referral for publicly funded long term care, functional eligibility is determined using the Long Term Care Functional Screening Tool. Financial eligibility is determined in several ways; however, if a person attests that their personal resources will be exhausted prior to entitlement (or during the biennium) they are eligible to be placed on the waiting list provided that they are functionally eligible.

APPLICANT SELECTION & NOTIFICATION

The ADRC is responsible for contacting qualified individuals that are on the waiting list to provide options counseling and information about the enrollment process as it relates to Family Care, Partnership or the Self-Directed Supports Waiver. In general, when funding becomes available, applicants will be served according to a first come–first served basis.

Exceptions to this process will be made at the discretion of the Division Manager and ADRC Supervisor in accordance with the following priorities:

- The individual is currently enrolled by Urgent/Emergency Funding.
- Health and safety risk factors have been identified that would likely result in institutional placement (includes individuals under court orders).
- The individual has been diagnosed with a terminal condition as certified by a physician as 6–months or less and has unmet needs.
- The individual is the subject of an elder or vulnerable adult investigation and requires services to meet his or her safety needs (includes individuals under court orders).
- The individual is on a publicly funded long term care program and has freely chosen to relocate into Jefferson County.
- The individual is a youth turning 18, who is on the Children's Long Term Support Waiver Program, and whose funding for needed services ends at 18.
- The individual is a child who is aging out of a Child Caring Institution, who meets eligibility requirements and is in need of long term care services.

WAITING LIST NOTIFICATION

Individuals on the waiting list will be contacted every six months regarding their status and they shall be provided with an estimate of when managed care or IRIS funds may be available.

Once an individual comes to the top of the waiting list and receives enrollment counseling, they will be informed that they may choose to delay enrollment into a program. These individuals should maintain their position on the list, and they can remain on the list until they choose to enroll or decide they are not interested in any of the programs.

Individuals who come to the top of the waiting list and do not yet meet the financial eligibility requirements, but are expected to do so prior to entitlement, will be informed that they can remain in their position on the waiting list until they become eligible and enroll. Individuals in these situations can be referred to the benefit specialists for eligibility counseling.

PROGRAM ATTRITION

When an individual who has been enrolled in the Family Care, Partnership or IRIS program disenrolls from the program, the funding that had been used to support that person becomes available and an individual from the waiting list will be enrolled.

INDIVIDUALS NOT SUBJECT TO WAITING LISTS

The following individuals are eligible to receive Family Care, Partnership or Self-Directed Supports Waiver funding without having to wait:

- Current waiver or managed care participants who move to another county;
- Participants who were disenrolled as a result of entering a non-allowable setting such as an IMD, Nursing Home (for Iris Participants) or incarceration on a temporary basis.
- Adults who are relocating from institutions
 - Skilled Nursing Facilities (after 90 days)
 - Intermediate Care Facilities for the Mentally Retarded (ICF-MR)
 - State Centers for the Developmentally Disabled